

**Town of East Windsor  
COVID-19 Pandemic Response Policy  
(updates 6/1/20 Return to Work Policy)**

**Introduction**

Town of East Windsor (the “Town”) understands that it has numerous important obligations during this COVID-19 pandemic. While it is important for the Town to resume normal operations as soon as practicable in order to serve our residents and maintain and support our workforce, our highest priority is protecting the health and safety of our employees and their families, as well as our residents and members of our community. The purpose of this policy is to provide employees with important information which will enable the Town to meet all these goals. Employees are expected to comply with this policy and may be subject to disciplinary action for any violations. The Town reserves the right, at its discretion, to change, modify, add, or remove portions of this policy at any time.

Per CDC guidelines, anyone who has been fully vaccinated will not be required to wear a mask. Throughout this policy, “fully vaccinated” means two weeks after having two doses of Pfizer or Moderna administered, or one dose of Johnson and Johnson administered.

**The Town May Make Inquiries or Require Testing**

The Town reserves the right to make reasonable medical inquiries of its employees in order to address the risk of transmission of COVID-19. The Town may request that employees measure their temperatures prior to entry in the workplace. The Town may inquire about symptoms associated with COVID-19, and about an employee’s contact with other persons. The Town reserves the right to require such other testing and/or make such other inquiries as it deems necessary to monitor and control potential and actual exposure of its employees to COVID-19, as may be permitted by law.

**BEFORE COMING TO WORK YOU MUST NOTIFY THE FIRST SELECTMAN’S OFFICE OR YOUR SUPERVISOR IF YOU OR ANYONE IN YOUR HOUSEHOLD HAS BEEN IN CLOSE PROXIMITY TO ANY PERSON WHO IS BELIEVED OR PRESUMED TO HAVE BEEN EXPOSED TO COVID-19, SUCH AS COLLEGE STUDENTS RETURNING HOME, VISITING RELATIVES, ETC.**

**Contact Tracing\***

All Town personnel must sign in and out every time entering or exiting a Town facility. Sign-in books will be located in the Office of the First Selectman, Community Services Department, Department of Public Works, and Senior Center. This requirement applies to ALL employees entering any Town building, and non-compliance will result in disciplinary action.

All Visitors entering any Town building who are not Town employees must sign in at the courtesy desk located in the main lobby.

**\*This practice will be suspended as of May 17<sup>th</sup> but may be reinstated if circumstances change.**

### **Requests for Medical Information and/or Documentation**

If an employee is out sick, shows symptoms consistent with COVID-19, or may have been exposed to COVID-19, the Town may request information from the employee. In general, the Town may request medical information to confirm the employee's need to be absent, to confirm that an absence relates to COVID-19 or some other lawful reason, and/or to determine when it is appropriate for the employee to return to work. In addition, the Town reserves the right to make inquiries about other employees with whom an employee may have come into contact (i.e., employee contact tracing). The Town expects, and appreciates, employee cooperation if and when medical or other relevant information is sought.

### **Confidentiality of Medical Information**

Medical information will be kept confidential as required by law. The Town will treat all employee-provided medical information (including information with respect to workforce and employee contact tracing) as confidential medical records. The Town will maintain the confidentiality of such information to the maximum extent possible, in compliance with applicable laws and regulations, including but not limited to the Americans With Disabilities Act. If necessary, medical information may be shared in limited circumstances and subject to appropriate controls with Town supervisors and/or managers, first aid and safety personnel, and government officials, as required by law or other relevant guidance.

### **Masks or Cloth Face Coverings**

Employees will be required to file proof of vaccination in the Office of the First Selectman. Any employee who has not been fully vaccinated shall still be required to wear a mask and observe six (6) feet of social distancing when away from their desk. Under no circumstances will employees be prohibited from wearing a mask in the workplace.

In order to facilitate employee compliance with this directive, the Town has issued masks and/or cloth face coverings to employees. Additional masks are available upon request in the Office of the First Selectman.

Where employees are working alone in private spaces (for example, cubicles with walls and not within six (6) feet of another employee, private offices, etc.), employees who are not fully vaccinated may remove their masks. However, employees who are not fully vaccinated must wear a mask or face covering from the time they enter the Town's building until the time they arrive at their office/cubicle/workstation, and any time they

leave their workstation and move around common areas (for example, in hallways and stairwells, or going to the restroom or break room). Employees who are not fully vaccinated and are working in congregate settings (i.e., areas open to the public, shared offices, or similar settings), must wear a face covering as described above. This requirement may be waived if everyone involved in the congregate activity has been vaccinated. Wearing masks at all times is still strongly encouraged.

Continuous wearing of masks or face coverings is not required in outdoor workspaces.

Nothing in this policy requires the use of a mask or cloth face covering by anyone for whom doing so would be contrary to his or her health or safety because of a medical condition. An employee who is unable to safely wear a mask or cloth face covering because of a medical condition as described above should notify Human Resources. Employees that cannot wear a mask due to a medical condition must provide medical documentation to that effect.

### **Social Distancing**

The Town has implemented protocols for social distancing in its workplace. Social distancing means avoiding large gatherings and maintaining distance (approximately 6 feet or 2 meters) from others. Town common areas and office space have been marked in six-foot increments to assist in social distancing.

Employees who are not fully vaccinated are encouraged to use the telephone, video and online conferencing, and e-mail to conduct business to the extent possible, even when participants are in the same building.

When in-person meetings are absolutely necessary each employee should avoid all person-to-person contact such as shaking hands.

The Town reserves the right to require employees who are not fully vaccinated to remain within assigned areas in the workplace and to prohibit those employees from entering any areas outside of their assigned work areas. Employees who are not fully vaccinated should not congregate in common areas, including those where people typically socialize. Employees should only leave their workstations as may be necessary to perform their duties.

The Town maintains the right to close or restrict use of kitchens and may require employees to eat or drink at their workstation (or outside of the facilities). If the Town does permit such areas to remain open, access will be limited to no more than three (3) employees at any one time in order to maintain appropriate social distancing.

### **Basic Hygiene**

It cannot be over-emphasized that basic precautionary health measures (including workplace cleaning, hygiene, sneezing/coughing etiquette, and encouraging those who

are sick to stay home) must be implemented by all employees. The watchword is SAFETY FIRST. The Town will strictly enforce these safety requirements, and those who violate these requirements may be disciplined. Accordingly, the Town has made hand sanitizer available in each public building, and disinfecting sanitizer has been made available near each office. Disinfectant should be used after each use of common areas and equipment (including, common area surfaces, printers, photocopiers, telephones, keyboards, remote controls, desks and other work tools and equipment), and expects employees to use such basic hygienic measures.

Wash hands frequently, especially after using the bathrooms or break room. Do not touch your face while at work.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious diseases in the workplace. The best strategy remains the most obvious. Whether at work or at home, all employees should follow the [CDC guidelines for preventing transmission of COVID-19](#) including:

- frequent hand washing with warm, soapy water (for at least 20 seconds)
- using hand sanitizer often,
- avoiding touching mouth and nose,
- avoiding close contact with others,
- cleaning and disinfecting surfaces,
- using appropriate cough and sneeze etiquette (i.e., covering your mouth whenever you sneeze or cough - even if alone in an office),
- staying at home when you are sick and when you have reason to believe you may have been exposed to COVID-19, and
- discarding used tissues in wastebaskets.

The Town is doing all that it can to eliminate transmission points for COVID-19. Additional precautions have been taken to provide a clean workplace, including regular cleanings and sanitization of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings, Town equipment, and all common areas. The Town further expects the cooperation of its employees in the fight against COVID-19. Employees should refrain from using other employees' phones, desks, offices, or other work tools and equipment, when possible; if such items (or workstations) need to be shared, they must be cleaned before and after use.

Each employee should clean his or her workstation at the beginning of each day, after returning from lunch, breaks, or the restroom, and again at the end of each day. Employees should use the cleaning spray and towels provided and return used towels to identified receptacles in each municipal building for disinfecting. Do not reuse used towels until they have been disinfected. Each department should log any request for new towels or cleaning spray with the Office of the First Selectman.

Multifunctional devices are used by most staff in each Town facility. To be courteous to other employees, any employee who uses a multifunctional device must wipe down

commonly touched surfaces after each use. The cleaning solution should be sprayed on a paper towel and then the towel should be used to clean the surface. Please do not apply the cleaning spray directly to the multifunctional device.

### **Visitors to Town Facilities**

The Town reserves the right to control access to its facilities by external visitors (whether vendors, the general public, or residents), including prohibiting entry into any or all of its facilities for all visitors, permitting visitors by appointment only, or limiting the number of visitors at any particular time. As permitted by law, visitors to the workplace may be screened to limit the risk of exposure to our employees. Screenings may include, but are not limited to, interviewing visitors about their current health and recent travel history, taking temperatures at points of entry, filling out additional forms or other paperwork, and requiring proof of vaccination. In addition, visitors will be required to comply with the same safety and hygiene requirements as employees.

All non-employee visitors entering Town Hall must sign in at the courtesy desk located in the main lobby. **This practice will be suspended as of May 17<sup>th</sup> but may be reinstated if circumstances require it.**

If you must meet with residents or others and you are not fully vaccinated, you must wear a mask and the resident must wear a mask. **You must maintain a distance of six feet from the resident.**

### **Staying Home When Ill**

Employees often report to work even though they feel ill. While this may be well-meaning, ***it is especially critical at the present time that employees do not report to work when they are ill and/or experiencing any of the following symptoms:***

- fever
- cough
- sore throat
- runny or stuffy nose
- body aches
- headache
- chills
- respiratory issues
- loss of taste or smell
- gastrointestinal issues such as nausea, diarrhea and vomiting
- fatigue
- any other symptom(s) noted by the CDC or other public health officials as being associated with COVID-19.

***Employees who report to work with symptoms or become ill at work will be sent home.***

The Town will require employees to remain home if they are sick, are known or suspected to have been exposed to the virus, or if the Town otherwise believes they pose a threat

to the safety and health of others. Any employee with a temperature at or above 100 degrees Fahrenheit must stay home.

### **Guidelines for Employees Who Have Been in Close Proximity to a Person with Symptoms of, or Who Has Been Diagnosed With, COVID-19**

In addition to immediately notifying their supervisor, such employees should:

- Not report work;
- Isolate themselves from the rest of the people in their homes;
- Consult their healthcare providers; and
- Practice home isolation as recommended by their health care providers; and
- Employees who are well but who have a sick family member at home with COVID-19 (or a presumed case of COVID-19 awaiting test results) should also follow CDC-recommended precautions and not report to work.

### **Guidelines for Employees Who Have Been Diagnosed With COVID-19**

In addition to immediately notifying their supervisor, such employees should:

- Not report to work;
- If symptomatic, follow **CDC-recommended steps** with respect to isolation, remaining at home, and returning to work.
- If an employee is confirmed to have COVID-19 infection, the Town will:
  - Inform employees who have worked closely with the ill employee of their possible exposure to COVID-19 in the workplace. The Town will make best efforts to maintain confidentiality as required by law. Impacted (i.e., potentially exposed) employees should then self-monitor for symptoms.
  - Ventilate areas visited by that individual.
  - Clean and disinfect all impacted spaces, especially commonly used rooms and shared equipment.
- *Employees exposed to or who have had COVID-19 may not return to work until the CDC criteria to discontinue home isolation are met, along with any other requirements imposed by the employee's healthcare providers and/or state and local health departments.*

### **Leaves of Absence**

An employee who has been assigned work, whether at the Town's facilities or at home, but is unable to perform it for reasons related to the COVID-19 pandemic, may be entitled to a paid or unpaid leave of absence.

All employees should review the Town's policies on leave (including family and medical leave.). Employees should contact Human Resources should they have any questions or to request such leave.

### **Employee Offsite Meetings and Travel**

Any employee who must travel out of state for any reason (business or personal) must inform their supervisor ahead of time. A form for this purpose is attached as Appendix A. Executive Order 7BBB directs all travelers entering Connecticut from states experiencing high rates of COVID-19 infection to provide proof of one or more negative COVID-19 diagnostic test results or to self-quarantine for 14 days, as more fully described in the Town's Out of State Travel Policy. Accordingly, the Town may require employees who travel out of state for any reason to provide proof of a negative COVID-19 diagnostic test result and/or stay home for fourteen (14) calendar days upon return. Testing and quarantining of employees shall be determined on a case-by-case basis and based on an individualized assessment of the risk to the health and safety of others. These determinations will be made based on factors such as the location(s) visited by the employee, the length of time of the visit, the means of travel and the circumstances of the visit, and as further health, medical and scientific guidance becomes available. Provided that the employee had permission to travel, and provided that the employee works remotely to the extent possible during quarantine, the employee shall be paid regular compensation during any mandatory quarantine.

### **Anti-Harassment and Non-Discrimination**

The Town has numerous policies prohibiting harassment and discrimination in the workplace. The Town will continue to fully comply with its obligation to provide reasonable accommodations to employees with disabilities, as required by state and federal law. These policies remain in effect during the COVID-19 outbreak. Such policies provide procedures for requesting such accommodations and filing complaints of unlawful discrimination, harassment and retaliation. The Town is committed to taking all actions necessary to provide a safe workplace with a welcoming and harassment free environment and an equal employment opportunity for all employees.

### **Obligation to Report Non-Adherence to Policies and Statement Regarding Non-Retaliation**

As stated above, employee safety is of paramount importance to the Town. As such, all employees are expected to adhere to these practices and procedures and those who do not may be subject to disciplinary action. If an employee is not complying with these rules, please notify a supervisor. Employees should feel free to report non-adherence without fear of reprisal. Retaliation against workers for raising bona fide concerns about COVID-related safety and health conditions is strictly prohibited.

## **RESOURCES:**

The Centers for Disease Control and Prevention (“CDC” [www.cdc.gov](http://www.cdc.gov)) and the World Health Organization (“WHO” ([www.who.int](http://www.who.int))) are primary sources of reliable information for the latest medical developments and guidance on effective preventative practices. The Town has consulted the CDC and WHO guidance in developing this policy and will continue to do so in considering changes to the policy.

The CDC regularly posts updates and guidance, including specific guidance for businesses/employers. Considering rapidly evolving scientific understanding of COVID-19, the Town must be flexible in order to respond to changing laws, regulations and guidance being issued at the federal, state, and local levels. In keeping with the need for such flexibility, the Town may, in its sole discretion and as it deems necessary, modify this policy in particular circumstances. In the event of conflict between an official government requirement and this policy, the government requirement will control.

**<https://www.osha.gov/SLTC/covid-19/controlprevention.html>**

**<https://portal.ct.gov/Coronavirus>**

**[https://www.uschamber.com/sites/default/files/coronavirus\\_workplace\\_tips\\_for\\_employees\\_031620.pdf](https://www.uschamber.com/sites/default/files/coronavirus_workplace_tips_for_employees_031620.pdf)**

**<https://www.redcross.org/about-us/news-and-events/news/2020/coronavirus-safety-and-readiness-tips-for-you.html>**

**<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>**

**<https://uwc.211ct.org/coronavirus-novel-in-connecticut-general-information/>**

**<https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Sector-Rules-and-Certification-for-Reopen>**

**APPENDIX A**

**Employee Pre-Travel Disclosure Form**

**This form must be submitted to Human Resources prior to any interstate or international travel..**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Travel Destination: \_\_\_\_\_

Dates of Travel (Departure and Return): \_\_\_\_\_

Accommodation Type (family home, rental home, hotel): \_\_\_\_\_

Please answer the following questions by circling yes or no.

1. Will you be traveling to any area with clusters of COVID-19 or a high-risk state?  
*yes or no*
  
2. Will you be traveling on a plane, train, bus or cruise ship? *yes or no*
  
3. Will you be visiting a nursing home, or hospital or other high-risk congregate setting?  
*yes or no*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Note – Providing false information on this Pre-Travel Disclosure Form may result in discipline or termination of employment.*